Student Transcript and Academic Record Repository (STARR) Application

Postsecondary Student Academic Record Data Collection

Data Manual

2010-2011 School Year

Questions or comments about this document should be directed to:
E-mail: CEPI@michigan.gov
Contact: 517-335-0505

Table of Contents

Introduction

Michigan's Center for Educational Performance and Information (CEPI) developed the Student Transcript and Academic Record Repository (STARR) application as a means for Institutions of Higher Education (IHEs) to upload student academic records to fulfill the reporting requirements of the American Recovery and Reinvestment Act (ARRA) of 2009. The uploaded data will be stored in the state's data repository for analysis. CEPI is an office located within the Michigan Department of Technology, Management and Budget, State Budget Office and is responsible for the collection and reporting of data about Michigan's public pre-kindergarten through postsecondary (PK-20) students.

When Michigan representatives agreed to accept the State Fiscal Stabilization Fund (SFSF) dollars under ARRA, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary education data and then into the labor force to evaluate public education's effectiveness at preparing students for postsecondary education and the workforce. In order to fulfill these requirements, Michigan must collect and store portions of each student's academic record in a data repository for analysis. IHEs are required to send a data file containing student academic records in a Postsecondary Electronic Standards Council (PESC) XML format using the STARR application.

This document is meant to serve as a guide for category reporting determinations for the STARR file. It is separated into sections which cover the general collection information, data element descriptions and appendix documents. Within this text we will identify changes using the following methods:

Type of Change	Method	Definition
Clarification	Highlighted text	Re-wording or addition of text to improve understanding; this type of edit does not change the meaning or definition.
Removal	~~Strike through~~	Deletion of part or all of text to indicate a change in the meaning or definition.
Addition	**Underlined, red text**	Addition of text to indicate a change in the meaning or definition or new requirements.
New	**"NEW"** in red text at the beginning of the section	Addition of a new data element or enumeration.

Support

Please visit the CEPI IHE page at http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html for the most up-to-date information on the STARR Postsecondary Student Academic Record Data Collection. If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message. To pose a question or start a discussion with other IHEs, please join the STARR ListServ. To join:

1. Go to listserv2.michigan.gov
2. Click on STARR
3. Click on Join or Leave STARR
4. Fill out the name and address
5. You will be e-mailed a confirmation code. Wait for the code and follow the instructions in the e-mail.

Getting Started

STARR Application Documents

Please refer to the CEPI IHE Webpage for the XML schema, sample schema, XML validation guide, frequently asked questions (including which students to include in the upload), data elements for collection, timeline and user guide. The most up-to-date information regarding the STARR application will be provided on this Webpage. We recommend that IHE users regularly refer to this page for updated postings.

The Educational Entity Master (EEM)

The Educational Entity Master (EEM) is the state's official directory of educational entity information. The EEM can be found at: https://cepi.state.mi.us/eem. CEPI uses the EEM entity code numbers to link education data sets and validate submitting entity information. When EEM records are out of date, data validation can be more difficult. **We highly recommend that IHEs verify their EEM data before each data submission and update the online EEM whenever entity information changes.** Updates include changes in the name of the institution and contact information, as well as requests for new entity numbers and closings of institutions. For information on how to navigate and use the EEM, view the user's guide at http://136.181.145.66/eem/EEMHelp/ref/EEMAuthorizedUserGuide.pdf. In the absence of authorized users for IHEs at this point, for any updates to the EEM listing for your institution, send an e-mail request to CEPI@michigan.gov.

IHE Request for UIC Collection

Prior to uploading records to the STARR for the Postsecondary Student Academic Record Data Collection, participating IHEs will first need to acquire Unique Identification Codes (UICs) for all of their enrolled students. Docufide electronic transcripts are currently being sent from high schools to IHEs. Each of these transcripts (for public school students) contains the current UIC. The Institutions of Higher Education (IHE) Request for UIC Collection is the means for staff members at IHEs to acquire UICs for those currently enrolled students who do not have a UIC. The procedures for this collection can on the IHE Request for UIC page at http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html.

Follow the procedures identified in the respective documents for acquiring UICs for your enrolled students. The UICs will be provided to you in a report. The UICs are to be stored in your student information system (SIS) for inclusion in students' academic records. For questions pertaining to the IHE Request for UIC Collection, e-mail CEPI customer support at CEPI@michigan.gov or call 517-335-0505, option 3.

Obtaining Access to the STARR Application

After verifying your institution's data in the EEM and acquiring UICs for all enrolled students, your school must have secure access to the STARR application in order to upload the data. The STARR security agreement can be found at: http://www.michigan.gov/documents/cepi/STARR_Security_Agreement_347495_7.pdf. It is recommended that the primary user be the person uploading the files, such as the Registrar or an individual involved in the technology group. The authorized user of the STARR application will be provided a secure login and password by Docufide. Once secure access is granted to the STARR application, the primary user has the ability to add and delete users in the system. It is highly recommended that the primary user add at least one back-up user for the STARR application within the system. A security agreement for the back-up user is not needed.

Postsecondary Student Academic Record Data Collection

Institutions will submit one Transmission Record (Header Record) per file. Enrolled students and portions of their academic record will be submitted in the Student Record file.

Transmission Record Data Elements

The following pages contain information about each data element and specific information about the enumerations and business rules. For additional information about data types and other technical definitions, please refer to the XML Validation Guide, located on the CEPI STARR Webpage.

Name	Required	Max Occurrences
Document Identification	Yes	1
Creation Date and Time	Yes	1
Transmission Type	Yes	1
NCES IPEDS College ID	Yes	1
Institution Name	Yes	1
Institution EEM Entity Code	Yes	1
Contact Name	Yes	Unbounded
Phone Area Code	Yes	Unbounded
Phone Number	Yes	Unbounded
Phone Number Extension	Optional	Unbounded
Email Address	Yes	Unbounded
Destination Organization Name	Yes	1

Data Element Name
> Document Identification

Definition
> The file transmission date and time stamp with additional unique qualifying characters.

Format Example
> 12345

Instructions
- Choose a code that identifies the document uniquely.
- If you enter anything longer than the 35 character maximum length, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Data Element Name
    Creation Date and Time

Definition
    The date and time stamp when the document was created.

Format Example
    2011-01-18T19:46:36

Instructions
- Choose a code that identifies the document uniquely.
- If you enter anything other than the required format, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Transmission Record Data Elements

Data Element Name
> Transmission Type

Definition
> The nature of the transmission.

Enumerations
> Original, Replace

Instructions
- Enter "Original" on the file(s) uploaded for the first time during the collection window.
- If any records need to be updated during the collection window after the first file(s) have been uploaded, enter "Replace" as the enumeration.
- If you enter anything other than "Original" or "Replace", the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

<p style="text-align: center;">Transmission Record Data Elements</p>

Data Element Name

NCES IPEDS College ID

Definition

The unique identifier for the Integrated Postsecondary Education Data System (IPEDS) assigned by the National Center for Education Statistics (NCES) for each postsecondary data exchange partner.

Format Example

000001

Instructions

- Enter your IPEDS six-digit code.
- If you enter anything other than a six-digit code, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Data Element Name
    Institution Name

Definition
    The full name of your institution.

Format Example
    Sunshine University

Instructions
- Enter the full name of your institution as it appears in the Educational Entity Master (EEM).
- Separate all words with a space.
- If you enter anything longer than the 60 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the full name is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips

- To verify your institution's full name in the EEM, go to https://cepi.state.mi.us/eem/ and enter the institution's name in the **EEM-Search** box and click **Go**. For more information on how to search within the EEM, view the EEM user's guide at: http://136.181.145.66/eem/EEMHelp/ref/EEMAuthorizedUserGuide.pdf.

Transmission Record Data Elements

Data Element Name
      Institution EEM Entity Code

Definition
      The five-digit state-assigned code for the postsecondary institution.

Format Example
      09876

Instructions
- Enter the five-digit state-assigned code as it appears in the Educational Entity Master (EEM).
- If you enter anything other than a five-digit code, the system will generate a field-level error and will reject the file upon upload.
- The code is five-digits. Do not cut off the leading zero.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips

- To verify your institution's entity code in the EEM, go to https://cepi.state.mi.us/eem/ and enter the institution's name in the **EEM-Search** box and click **Go**. Your search will bring up the desired entity information within the Entity Code column. For more information on how to search within the EEM, view the EEM user's guide at: http://136.181.145.66/eem/EEMHelp/ref/EEMAuthorizedUserGuide.pdf or view the Searching for your Entity Code document at http://www.michigan.gov/documents/cepi/search_for_entity_code_340302_7.pdf.

Transmission Record Data Elements

Data Element Name
> Contact Name

Definition
> The first and last name of the individual where inquiries regarding file upload should be directed (i.e., the contact person).

Format Example
> John Smith

Instructions
- Enter the first and last name of the person CEPI or Docufide can contact for questions pertaining to the uploaded file(s).
- Separate the first and last name with a space.
- If you enter anything longer than the 45 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the contact's name is longer than 45 characters, enter the first 45 characters.
- The space between the first and last name counts as a character.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- An institution can have more than one contact person. Please follow the instructions above when adding additional contacts.
- Suggested contacts are the individuals responsible for the file upload such as the Registrar and/or the Institutional Researcher.

Transmission Record Data Elements

Data Element Name
>   Phone Area Code

Definition
>   The regional dialing code or area code for the telephone number of the contact person.

Format Example
>   517

Instructions
- Enter the three-digit dialing code or area code of the person CEPI or Docufide can contact for questions pertaining to the uploaded file(s).
- The area code should be associated with the contact person indicated in the data element "Contact Name."
- If you enter anything longer than the three character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- An institution can have more than one contact person with more than one phone number. Please follow the instructions above when adding additional contacts.
- Suggested contacts are the individuals responsible for the file upload such as the Registrar and/or the Institutional Researcher.

Transmission Record Data Elements

Data Element Name
> Phone Number

Definition
> The telephone number of the contact person.

Format Example
> 5550512

Instructions
- Enter the phone number of the person CEPI or Docufide can contact for questions pertaining to the uploaded file(s).
- The phone number should be associated with the contact person indicated in the data element "Contact Name."
- If you enter anything longer than the eleven character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- An institution can have more than one contact person with more than one phone number. Please follow the instructions above when adding additional contacts.
- Suggested contacts are the individuals responsible for the file upload such as the Registrar and/or the Institutional Researcher.

Data Element Name
> Phone Number Extension

Definition
> The extended telephone addressing information used in addition to the phone number of the contact person.

Format Example
> 101

Instructions
- Enter the phone number extension of the person CEPI or Docufide can contact for questions pertaining to the uploaded file(s).
- The phone number extension should be associated with the contact person indicated in the data element "Contact Name."
- If you enter anything longer than the five character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- An institution can have more than one contact person with more than one phone number. Please follow the instructions above when adding additional contacts.
- Suggested contacts are the individuals responsible for the file upload such as the Registrar and/or the Institutional Researcher.

Transmission Record Data Elements

Data Element Name
> E-mail Address

Definition
> The numbers, letters, and symbols used to identify an electronic mail (E-mail) of the source institution contact for which inquires regarding file upload should be directed.

Format Example
> JohnSmith@sunshine.edu

Instructions
- Enter the e-mail address of the person CEPI or Docufide can contact for questions pertaining to the uploaded file(s).
- The e-mail address should be associated with the contact person indicated in the data element "Contact Name."
- If you enter anything longer than the 128 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- An institution can have more than one contact person with more than one e-mail address. Please follow the instructions above when adding additional contacts.
- Suggested contacts are the individuals responsible for the file upload such as the Registrar and/or the Institutional Researcher.

Transmission Record Data Elements

Data Element Name
> Destination Organization Name

Definition
> The name of the non-person entity the data file is being transmitted to.

Enumerations
> The State of Michigan

Instructions
- Enter "The State of Michigan".
- If you enter anything other than "The State of Michigan" complete with the appropriate spaces between the words, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Name	Required	Max Occurrences
Student ID	Yes	1
UIC	Yes	1
Date of Birth	Optional	1
First Name	Yes	1
Middle Name	Optional	1
Last Name	Yes	1
Suffix	Optional	1
Previous Last Name	Optional	Unbounded
High School Name	Optional	1
High School Building EEM Entity Code	Optional	1
High School Graduation Year	Optional	1
High School District EEM Entity Code	Optional	1
Permanent State	Conditionally Required	1
Permanent Country	Yes	1
Gender	Yes	1
District or State Residency	Yes	1
Country Residency (International)	Yes	1
Level of Achievement	Yes	Unbounded
Award Level	Conditionally Required	Unbounded
Award Date	Conditionally Required	Unbounded
Award Description	Conditionally Required	Unbounded
Degree CIP	Conditionally Required	Unbounded
Enrollment Date	Yes	1
Academic Year	Yes	Unbounded
Term	Yes	Unbounded
Academic Calendar	Yes	Unbounded
Program CIP	Conditionally Required	Unbounded
Program Type	Conditionally Required	Unbounded
Program Name	Conditionally Required	Unbounded
Course	Yes	Unbounded
Course Code	Yes	Unbounded
Course CIP	Optional	Unbounded
Course Title	Yes	Unbounded
Remedial	Yes	Unbounded
Credit Hours Earned	Yes	Unbounded
Status	Yes	Unbounded
Numeric Grade	Conditionally Required	Unbounded
Grade Scale	Yes	Unbounded
Letter Grade	Optional	Unbounded
Contact Hours	Optional	Unbounded
Term GPA	Yes	1
Cumulative GPA	Yes	1
Ethnicity	Yes	1
Race	Yes	1
Economically Disadvantaged	Optional	1

Student Record Data Elements

Data Element Name
    Student ID

Definition
    The school-assigned student ID number.

Format Example
    8035356

Instructions
- Enter the student identification number assigned by your institution.
- This identification number is usually different from the state-assigned student Unique Identification Code (UIC).
- If you enter anything longer than the 20 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the student ID is longer than 20 characters, enter the first 20 characters.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Data Element Name
>   UIC

Definition
>   The 10-digit Unique Identification Code (UIC) produced by the Center for Educational Performance and Information (CEPI) assigned to each student.

Format Example
>   1234567890

Instructions
- Enter the 10-digit UIC for the student assigned by CEPI.
- If a student has more than one UIC, these need to be linked together before uploading to the STARR application.
- This is a 10-digit number. If present, do not cut off the leading zero.
- To acquire a UIC, you must get it from the student's Docufide electronic transcript or through the Michigan Student Data System (MSDS) IHE Request for UIC Collection. For more information on the IHE Request for UIC Collection, go to: http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html.
- If you enter anything longer than the 10 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- To link UICs, contact CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message. For security purposes, please do not provide the UICs in the e-mail message.

Student Record Data Elements

Data Element Name
    Date of Birth

Definition
    The date of birth as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or what appears on the application as entered by the student.

Format Example
    1988-11-06

Instructions
- Enter the year, month and date of birth for the student.
- Format is "yyyy-mm-dd".
- If you enter anything other than the required "yyyy-mm-dd" format, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application. If you know the student's date of birth, it is recommended that you include this data element to complete the student's academic record.

Tips
- Although this data element is not required for this data collection, this element is required in order to obtain UICs within the MSDS for the IHE Request for UIC Collection.
- If you do not know the date of birth for a particular student, it is highly recommended that you work with your IHE's admissions staff to obtain one.

Student Record Data Elements

Data Element Name
> First Name

Definition
> A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or what appears on the application as entered by the student.

Format Example
> David

Instructions
- Enter the full first name of the student.
- If you enter anything longer than the 35 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the full first name is longer than 35 characters, enter the first 35 characters.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- If a student has only one name, contact CEPI at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message. Also include:
  - o The nationality of the student
  - o If the student came from a Michigan high school

  Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

Student Record Data Elements

Data Element Name
    Middle Name

Definition
    A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or what appears on the application as entered by the student.

Format Example
    Arthur

Instructions
- Enter the middle name of the student.
- If you do not have a middle name on record, provide the middle initial.
- If you enter anything longer than the 35 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the middle name is longer than 35 characters, enter the first 35 characters.
- You are not required to report this data element when submitting a file through the STARR application, as many students do not have middle names. If you know the student's middle name or middle initial, it is recommended that you include this data element to complete the student's academic record.

Data Element Name
> Last Name

Definition
> A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or what appears on the application as entered by the student.

Format Example
> Spencer

Instructions
- Enter the full last name of the student.
- If you enter anything longer than the 35 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the full last name is longer than 35 characters, enter the first 35 characters.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- If a student has only one name, contact CEPI at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message. Also include:
  - The nationality of the student
  - If the student came from a Michigan high school

  Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

Data Element Name

Suffix

Definition

The expression of a student's generation within a family.

Enumerations

JR, SR, I, II, III, IV, V, VI, VII, VIII, IX, X

Instructions

- Enter the student's generation within a family.
- The suffix is not to be attached to the last name in the "Last Name" data element. If this is how your student information system stores this information, you will need to strip these characters out and include them into the "Suffix" field.
- If you enter anything other than the 12 acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application, as many students do not have suffixes. If you know the student's generation within a family, it is recommended that you include this data element to complete the student's academic record.

Tips

- If your student information system includes the suffix in the last name field, the two fields will need to be split apart and reported in separate fields.

Student Record Data Elements

Data Element Name
     Previous Last Name

Definition
     A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or what appears on the application as entered by the student. An example of this is a maiden name.

Format Example
     Berger

Instructions
- Enter the student's full previous last name if he/she enrolled in your institution with a different last name.
- If you enter anything longer than the 35 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the full previous last name is longer than 35 characters, enter the first 35 characters.
- You are not required to report this data element when submitting a file through the STARR application, as many students do not have previous last names. If you know the student's previous last name, it is recommended that you include this data element to complete the student's academic record and to aid in connecting the educational records longitudinally.

Student Record Data Elements

Data Element Name
>   High School Name

Definition
>   Name of the high school where the student last attended, graduated from or earned a general educational development (GED) certificate.

Format Example
>   Happy Valley High School

Instructions
>   - Enter the full name of the high school where the student last attended, graduated from or earned a general educational development (GED) certificate.
>   - Separate all words with a space.
>   - Spaces between words count as a character.
>   - If you enter anything longer than the 60 character maximum, the system will generate a field-level error and will reject the file upon upload.
>   - If the full high school name is longer than 60 characters, enter the first 60 characters.
>   - You are not required to report this data element when submitting a file through the STARR application. If you know the student's high school name, it is recommended that you include this data element to aid in connecting the educational records longitudinally.

Tips
>   - The name of the high school can be located on the Docufide e-Transcript.

Data Element Name
     High School Building EEM Entity Code

Definition
     The five-digit state-assigned code for the high school where the student last attended, graduated from or earned a general educational development (GED) certificate.

Format Example
     09876

Instructions
- Enter the five-digit state-assigned entity code/building code of the high school where the student last attended, graduated from or earned a general educational development (GED) certificate.
- This is a five-digit code. Do not cut off leading zeros.
- If you enter anything longer than the 5 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application. If you know the student's high school entity code, it is recommended that you include this data element to aid in connecting the educational records longitudinally.

Tips
- This information can be found on the Docufide e-Transcript listed as "BCODE" or "building code."
- This code can also be found in the Educational Entity Master (EEM). To locate the code in the EEM, go to https://cepi.state.mi.us/eem/ and enter the high school's name in the **EEM-Search** box and click **Go**. Your search will bring up the desired entity information within the Entity Code column. For more information on how to search within the EEM, view the EEM user's guide at: http://136.181.145.66/eem/EEMHelp/ref/EEMAuthorizedUserGuide.pdf or view the Searching for your Entity Code document at http://www.michigan.gov/documents/cepi/search_for_entity_code_340302_7.pdf.

Student Record Data Elements

Data Element Name

    High School Graduation Year

Definition

    The calendar year that the student graduated from high school or earned a general educational development (GED) certificate.

Format Example

    2008

Instructions

- Enter the year that the student graduated from high school or earned a general educational development (GED) certificate.
- The acceptable format is "ccyy".
- If you enter anything other than the "ccyy" format, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application. If you know the student's high school graduation year, it is recommended that you include this data element to aid in connecting the educational records longitudinally.

Tips

- This information may be found on the Docufide e-Transcript.

Student Record Data Elements

Data Element Name

     High School District EEM Entity Code

Definition

     The five-digit state-assigned code for the district in which the high school is located where the student last attended, graduated from or earned a general educational development (GED) certificate.

Format Example

     71080

Instructions

- Enter the five-digit state-assigned code for the district in which the high school is located where the student last attended, graduated from or earned a general educational development (GED) certificate.
- This is a five-digit code.
- If you enter anything longer than the 5 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application. If you know the high school's district code, it is recommended that you include this data element to aid in connecting the educational records longitudinally.

Tips

- This code can be found on the Docufide e-Transcript listed as "DCODE" or "district code."
- This code can also be found in the Educational Entity Master (EEM). To locate the code in the EEM, go to https://cepi.state.mi.us/eem/ and enter the high school's name in the **EEM-Search** box and click **Go**. Your search will bring up the desired entity information. To view the district code, click on the high school's name and locate the district code within the LEA District section near the top of the page. For more information on how to search within the EEM, view the EEM user's guide at: http://136.181.145.66/eem/EEMHelp/ref/EEMAuthorizedUserGuide.pdf.

Data Element Name
>   Permanent State

Definition
>   The state or province abbreviation of the student's permanent residence as it appears on enrollment documents.

Format Example
>   MI

Instructions
- Enter the two-digit alpha state or province abbreviation of the student's permanent residence.
- This is a two-digit alpha code.
- This data element reflects the current state or province in which the student resides, not necessarily what the state/province was at the time of admission. This field should be updated each STARR data collection if the student's state/province of residence changes.
- If you enter anything longer than the 2 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are conditionally required to report this data element when submitting a file through the STARR application. If the student's permanent country is the United States in the "Permanent Country" data field, the permanent state must be reported.

Tips

- For acceptable codes, see Appendix A: State and Province Codes in the Postsecondary Electronic Standards Council (PESC) document on the IHE Webpage.

Student Record Data Elements

Data Element Name
      Permanent Country

Definition
      The country of the student's permanent residence as it appears on enrollment documents.

Format Example
      US

Instructions
- Enter the two-digit alpha country abbreviation of the student's permanent residence.
- This is a two-digit alpha code.
- This data element reflects the current country in which the student resides, not necessarily what the country was at the time of admission. This field should be updated each STARR data collection if the student's country of residence changes.
- If you enter anything longer than the 2 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- For acceptable codes, see Appendix B1: Country Codes in the Postsecondary Electronic Standards Council (PESC) document on the IHE Webpage.

Data Element Name
      Gender

Definition
      The gender (sex) of the student.

Enumerations
      Male, Female, Unreported

Instructions
- Enter the gender of the student as it appears on enrollment documents.
- The acceptable format is "Male", "Female" or "Unreported".
- If you enter anything other than the three acceptable enumerations or exceed the character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Data Element Name
> District or State Residency

Definition
> The student's permanent residence relative to where the college/university is located.

Enumerations
> InDistrict, InState, NonResident, NotReported

Instructions
- Enter the student's permanent residence relative to where the college/university is located.
- This data element reflects the current geographic residency in which the student resides relative to the college/university, not necessarily what the residency was at the time of admission. This field should be updated each STARR data collection if the student's residence relative to the college/university changes.
- Community colleges will indicate whether the student is InDistrict, NonResident or NotReported.
- Four-year universities will indicate whether the student is InState, NonResident or NotReported.
- Independent institutions will report "InDistrict" or "InState" classifications depending on what the institution tracks.
- The acceptable format is "InDistrict" (for community colleges only), "InState" (for four-year universities only), "NonResident" or "NotReported".
- If you enter anything other than the three acceptable enumerations for your institution or exceed the character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- This data element is based on the geographic residence.
- This data element is not tied to tuition, as the residency status may be different for tuition purposes.
- This data element is to reflect the current residency relative to where the college/university is located at the time of data upload to the STARR application.

Student Record Data Elements

Data Element Name
> Country Residency (International)

Definition
> The student's permanent country of residence relative to where the college/university is located.

Enumerations
> U.S. resident, International, Refugee

Instructions
- Enter the student's permanent country of residence relative to where the college/university is located.
- This data element reflects the current geographic residency in which the student resides relative to the college/university, not necessarily what the residency was at the time of admission. This field should be updated each STARR data collection if the student's residence relative to the college/university changes.
- The acceptable format is "U.S. resident", "International" or "Refugee".
- If you enter anything other than the three acceptable enumerations or exceed the character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips

- This data element is based on the geographic residence (i.e., is the student a resident outside of the U.S. and attending your institution as an international student).
- This data element is not tied to citizenship or green card status.
- If a student has a green card (permanent alien resident status), report this student as U.S. resident.
- This data element is to reflect the current residency relative to where the college/university is located at the time of data upload to the STARR application.

<p style="text-align:center">Student Record Data Elements</p>

Data Element Name

    Level of Achievement

Definition

    The current level of education the student is associated with.

Enumerations

    Postsecondary, PostsecondaryBachelorPreliminaryYear, NonDegree, CollegeFirstYear, CollegeFirstYearAttendedBefore, CollegeSophomore, CollegeJunior, CollegeSenior, CollegeFifthYear, PostBaccalaureate, GraduateNonDegree, GraduateFirstYear, GraduateSecondYear, GraduateThirdYear, GraduateBeyondThirdYear, Professional, ProfessionalFirstYear, ProfessionalSecondYear, ProfessionalThirdYear, ProfessionalBeyondThirdYear, MastersQualifying, Masters, Doctoral, Postdoctoral

Instructions

- Enter the student's current level of education.
- If you enter anything other than the 24 acceptable enumerations or exceed the character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips

- Enumerations are based on the PESC standard and are not mutually exclusive. The institution is to report students in the categories in which your institution current uses.
- If a student is in his/her first year but is classified as a sophomore (e.g., due to being an advanced placement student or dual enrolled), report the student as a "CollegeSophomore".
- If a student is in his/her fifth year but is classified as a junior (e.g., due to being a part-time student), report the student as a "CollegeJunior".
- If a student is working on a specialist degree and is in his/her first year, report the student as a "GraduateFirstYear" (if your institution considers a specialist degree to be part of a graduate program) or report the student as a "PostBaccalaureate" (if the specialist degree is not considered to be part of a graduate program).
- If your institution does not use "Professional" as a category, then do not use it here. Instead, report the student in the graduate or doctoral categories.

Student Record Data Elements

Data Element Name
> Award Level

Definition
> Upon graduation/completion, the code that represents the level of achievement the student has received.

Enumerations
> 1.1, 1.2, 2.0, ~~2.1~~, 2.2, 2.3, 2.4, 2.5, ~~2.6~~, ~~2.7~~, 3.1, 3.2, 4.1, 4.2, 4.3, 4.4, 4.5

Enumeration Definitions
> 1.1 = Certificate of Completion
> 1.2 = Certificate of Proficiency
> 2.0 = Certificate
> ~~2.1 = Postsecondary Certificate or Diploma (less than one year academic year)~~
> 2.2 = Postsecondary Certificate or Diploma (one year or more, but less than four years)
> 2.3 = Associate Degree
> 2.4 = Baccalaureate Degree
> 2.5 = Baccalaureate (Honors) Degree
> ~~2.6 = Postsecondary Certificate or Diploma (one year or more, but less than two years)~~
> ~~2.7 = Postsecondary Certificate or Diploma (two years or more, but less than four years)~~
> 3.1 = First Professional Degree
> 3.2 = Post-Professional Degree
> 4.1 = Graduate Certificate
> 4.2 = Master's Degree
> 4.3 = Intermediate Graduate Degree
> 4.4 = Doctoral Degree
> 4.5 = Post-doctoral Award

Instructions
> - Enter the student's code that represents the level of achievement the student has received upon graduation/completion.
> - If you enter anything other than the 17 acceptable enumerations or exceed the character maximum, the system will generate a field-level error and will reject the file upon upload.
> - You are conditionally required to report this data element when submitting a file through the STARR application if the student received an award(s) from your institution.

Tips
> - Enumerations are based on the PESC standard. The institution is to report students in the categories in which your institution current uses.
> - Enumerations "2.1", "2.6" and "2.7" are not mutually exclusive and therefore have been removed. Report all Postsecondary Certificates or Diplomas in which the student attended one year or more, but less than four years using the "2.2" enumeration. If a student attended less than one academic year, report the student using the "1.1" or "1.2" enumerations, depending on the type of certificate.
> - The difference between a Baccalaureate Degree ("2.4") and a Baccalaureate (Honors) Degree ("2.5") is whether or not the student attended an Honors College. For example:
>   - If the student attended the Honors College and graduated with honors, report the student using the "2.5" enumeration.
>   - If the student attended the Honors College and did not graduate with honors, report the student using the "2.4" enumeration.
>   - If the student did not attend the Honors College and graduated with honors (e.g., Summa, Magna, or CUM), report the student using the "2.4" enumeration.

Data Element Name
>   Award Date

Definition
>   The month and year on which the academic award was conferred.

Format Example
>   2010-05

Instructions
- Enter the year and month on which the student's academic award was conferred.
- If you enter anything other than the "ccyy-mm" format or exceed the character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are conditionally required to report this data element when submitting a file through the STARR application if the student received an award(s) from your institution.

Student Record Data Elements

Data Element Name
    Award Description

Definition
    The descriptive title for the academic award.

Format Example
    Master of Arts in Economics

Instructions
- Enter the title of the academic award.
- Separate all words with a space.
- If you enter anything longer than the 80 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the academic award title is longer than 80 characters, enter the first 80 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element when submitting a file through the STARR application if the student received an award(s) from your institution.

Tips
- If your institution does not supply the major/concentration within the award title for undergraduate students, please report the full title your institution uses (e.g., Master of Arts).

Data Element Name

Degree CIP

Definition

The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) by the US Department of Education's National Center for Education Statistics (NCES).

Format Example

03.0101

Instructions

- Enter the CIP code for the degree with the decimal point.
- If you enter anything longer than the 6 character maximum complete with the decimal point, the system will generate a field-level error and will reject the file upon upload.
- You are conditionally required to report this data element when submitting a file through the STARR application if the student received an award(s) from your institution.

Tips

- CIP codes are available at: http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55
- Report CIP codes for majors only.

Data Element Name
> Cumulative GPA

Definition
> The cumulative grade point average (GPA) for all courses taken over all academic terms.

Format Example
> 3.89

Instructions
- Enter the student's cumulative GPA for all academic terms.
- If you enter anything other than the decimal format, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Data Element Name
    Enrollment Date

Definition
    The year and month of the first course enrollment at your institution.

Format Example
    2009-08

Instructions
- Enter the year and month the student first enrolled in a course at your institution.
- If you enter anything other than the "ccyy-mm" format, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips

- Use the college/university count date to determine the student's enrollment, and then report the date of the first course enrollment at your institution.
- Enrollment is defined as registering/enrolling for at least one credit, regardless of whether the student completed that credit or not.
- This date will remain the same regardless of the collection.
- Enrollment date is not tied to FTIACs.
- Report all students' enrollment dates (e.g., undergraduate and graduate).
- If a student enrolled in your institution as an undergraduate and then got accepted as a graduate student at your institution, the enrollment date is to reflect the date the student enrolled as an undergraduate.
- If the student enrolled as a non-degree seeking student and then was admitted as a degree-seeking student, the enrollment date does not change; the enrollment date is the year and month of the first time the student enrolled in your institution regardless of degree-seeking status.
- If the high school student enrolled as a dual enrolled student and then later was admitted as a new freshman or transfer student, the enrollment date does not change; the enrollment date is the year and month of the first time the student enrolled in your institution regardless of dual enrollment or transfer status.
- If the student enrolled as a guest and then later was admitted as a new freshman or transfer student, the enrollment date does not change; the enrollment date is the year and month of the first time the student enrolled in your institution regardless of guest enrollment or transfer status.
- If the student enrolled in your institution in August 1990, stopped taking classes that semester and recently enrolled in August 2010, the enrollment date would be reported as "1990-08".
- CEPI will use the enrollment date to determine if the student enrolled at an IHE within 16 months of graduating from high school, per ARRA reporting requirements. However, if a high school student is dual enrolled, CEPI will take into account the date of graduation from the high school.

Data Element Name
      Academic Year

Definition
      The academic year for which the data are being reported.

Format Example
      2009

Instructions
- Enter the academic year for which the particular data are being reported.
- If you enter anything other than the "ccyy" format, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- Base this year on the calendar year. For example, if a student enrolls for a course in the fall of 2011, you would report "2011", even though this course may be part of the 2011-2012 academic year.

Student Record Data Elements

Data Element Name
    Term

Definition
    The academic term for which the data are being reported.

Enumerations
    Fall, Winter, Spring, Summer, Other

Instructions
- Enter the term for which the particular data are being reported.
- The acceptable format is "Fall", "Winter", "Spring", "Summer" or "Other".
- If you enter anything other than the five acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Data Element Name
Academic Calendar

Definition
The type of academic session for which the data are being reported.

Enumerations
FullYear, Semester, Trimester, Quarter, Quinmester, MiniTerm, SummerSession, Intersession, LongSession, FallSession, FourOneFourPlan, Continuous, DiffersByProgram, Other, TwelveMonth

Instructions
- Enter the type of academic session for which the particular data are being reported.
- The acceptable format is "FullYear", "Semester", "Trimester", "Quarter", "Quinmester", "MiniTerm", "SummerSession", "Intersession", "LongSession", "FallSession", "FourOneFourPlan", "Continuous", "DiffersByProgram", "Other", or "TwelveMonth".
- If you enter anything other than the 15 acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- Enumerations are based on the PESC standard. The institution is to report students in the categories in which your institution currently uses.

Data Element Name
> Program CIP

Definition
> The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) by the US Department of Education's National Center for Education Statistics (NCES).

Format Example
> 03.0101

Instructions
- Enter the CIP code for the program the student is working toward with the decimal point.
- If you enter anything longer than the 6 character maximum complete with the decimal point, the system will generate a field-level error and will reject the file upon upload.
- You are conditionally required to report this data element when submitting a file through the STARR application if the student has any level of achievement other the "Non Degree" and declared a major/minor.

Tips
- CIP codes are available at: http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55
- Report CIP codes for all majors and minors the student is working toward.

Student Record Data Elements

Data Element Name
> Program Type

Definition
> The type of academic program the student is working toward.

Enumerations
> Concentration, Focus, Major, Minor, SecondMajor, Specialization

Instructions
- Enter the type of program for which the student is working toward.
- The acceptable format is "Concentration", "Focus", "Major", "SecondMajor", or "Specialization".
- If you enter anything other than the six acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- You are conditionally required to report this data element when submitting a file through the STARR application if the student has any level of achievement other the "Non Degree" and declared a major/minor.

Tips
- Enumerations are based on the PESC standard. The institution is to report students in the categories in which your institution currently uses.
- Although a third major and second minor are not acceptable enumerations according to the PESC standard, if an institution wishes to report these, list these in chronological order and code as "SecondMajor" or "Minor", respectively (if these are not already distinguished by "Concentration", "Focus" or "Specialization").
- Only use "Specialization" for those graduate, specialist or doctoral programs that use this distinction. Otherwise, use the enumeration which applies.

Student Record Data Elements

Data Element Name
> Program Name

Definition
> The literal name of program, major, minor or field of study the student is working toward.

Format Example
> American History

Instructions
- Enter the name of the program, major, minor or field of study for which the student is working toward.
- Separate all words with a space.
- If you enter anything longer than the 60 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the name is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element when submitting a file through the STARR application if the student has any level of achievement other the "Non Degree" and declared a major/minor.

Student Record Data Elements

Data Element Name
    Course

Definition
    The alphabetic abbreviation of the academic department or discipline offering the course.

Format Example
    ENG

Instructions
- Enter the alphabetic abbreviation of the academic department or discipline offering the course.
- This is the first part of the total course identifier (e.g., ENG, HIS, MTH).
- If you enter anything longer than the 10 character maximum, the system will generate a field-level error and will reject the file upon upload.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- This course identifier is college/university specific.
- If a student repeated a course, this course would be included in the file under the respective term in which the course was repeated.

Data Element Name
> Course Code

Definition
> The official reference number/code portion of a course identifier.

Format Example
> 410

Instructions
- Enter the numeric or alpha-numeric reference code of the course identifier.
- This is the second part of the total course identifier (e.g., 100, 325, 4210).
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- If you enter anything longer than the 15 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- This course identifier is college/university specific.

Student Record Data Elements

Data Element Name
      Course CIP

Definition
      The Classification of Instructional Programs (CIP) code to describe the area of study for the course.

Format Example
      13.01

Instructions
- Enter the CIP code for the course with the decimal point.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- If you enter anything longer than the 10 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application. This field is available for those institutions which assign CIP codes to particular courses and wish to report those.

Tips
- CIP codes are available at: http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55

Student Record Data Elements

Data Element Name
     Course Title

Definition
     The name or title of the course.

Format Example
     Calculus II

Instructions
- Enter the name or title of the course.
- Separate all words with a space.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- If you enter anything longer than the 60 character maximum, the system will generate a field-level error and will reject the file upon upload.
- If the full name or title is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- The course name is college/university specific.

Student Record Data Elements

Data Element Name
    Remedial

Definition
    The indication of whether or not the enrolled course is considered by the college/university to be a remedial/developmental course.

Enumerations
    Remedial, Regular

Instructions
- Indicate if the enrolled course is considered by the college/university to be a remedial or regular course.
- The acceptable format is "Remedial" or "Regular".
- If you enter anything other than the two acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips
- The college/university determines if the course is considered remedial or not.
- Generally, the course may be considered a remedial course if it is classified under the 100 level.

Data Element Name

Credit Hours Earned

Definition

The total value of credit hours successfully completed or earned for the respective course.

Format Example

3.0

Instructions

- Indicate the decimal equivalent of the total value of credit hours successfully completed or earned for the respective course.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Data Element Name

Status

Definition

The student's disposition for the enrolled course.

Enumerations

AuditedCourse, HonorsGrade, Incomplete, IncompleteNotResolvedFail, InProgress, NotYetReported, OtherFail, OtherPass, PassFailFail, PassFailPass, TransferNoGrade, Withdrew, WithdrewFailing, WithdrewNoPenalty, WithdrewPassing

Instructions

- Indicate the student's current disposition for the enrolled course.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- The acceptable format is "AuditedCourse", "HonorsGrade", "Incomplete", "IncompleteNotResolvedFail", "InProgress", "NotYetReported", "OtherFail", "OtherPass", "PassFailFail", "PassFailPass", "TransferNoGrade", "Withdrew", "WithdrewFailing", "WithdrewNoPenalty", or "WithdrewPassing".
- If you enter anything other than the 15 acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Tips

- Enumerations are based on the PESC standard. The institution is to report students in the categories in which your institution currently uses.
- If the student successfully completed the course and earned a numeric/letter grade, report the student as "OtherPass" and then indicate the student's numeric grade in the Numeric Grade field and/or indicate the student's letter grade in the Letter Grade field.
- If a student earned a numeric and/or letter grade for the class, but this grade does not count towards the student's major/program, report this student's grade as "OtherPass" and then indicate the grade in the numeric and/or letter grade fields. "PassFailPass" should only be used for classes in which the student received this grade.

Data Element Name
     Numeric Grade

Definition
     The final numeric grade awarded for participation in the course.

Format Example
     3.5

Instructions
- Indicate the decimal equivalent of the final numeric grade awarded for participation in the course.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a field-level error and will reject the file upon upload.
- You are conditionally required to report this data element when submitting a file through the STARR application if the student received a numeric grade for the course.

Tips
- You have the option to submit a letter grade in addition to or in place of the numeric grade. The letter grade can be submitted under the Letter Grade data element.

Student Record Data Elements

Data Element Name
    Grade Scale

Definition
    The grading scale used by your institution for the enrolled course.

Format Example
    25

Instructions
- Indicate the grading scale used by your institution for the enrolled course.
- See PESC Appendix H for codes.
- Codes range from 1-99.
- Report grading scales for all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- If you enter anything other than the acceptable codes, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Data Element Name
> Letter Grade

Definition
> The alphabetical grade earned in the course.

Format Example
> B+

Instructions
- Indicate the alphabetical grade earned in the course.
- Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
- If you enter anything longer than the 10 character maximum, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application. If you know the student's letter grade earned for the course, it is recommended that you include this data element to complete the student's academic record.

Student Record Data Elements

Data Element Name
> Contact Hours

Definition
> The "seat" time in front of the instructor.

Format Example
> 3.0

Instructions
> - Indicate the decimal equivalent of the "seat" time in front of the instructor.
> - Report all courses the student has ever taken at your institution, or go as far back as the data are feasible.
> - If you enter anything other than the acceptable decimal format, the system will generate a field-level error and will reject the file upon upload.
> - You are not required to report this data element when submitting a file through the STARR application. It is recommended that you report this data element if credit hours are not applicable for the enrolled course.

Tips
> - Contact hours are also known as non-credit hours or clock hours.

Data Element Name
　　Term GPA

Definition
　　The grade point average (GPA) for the respective academic term.

Format Example
　　3.44

Instructions
- Enter the student's GPA for the respective academic term.
- Report all term GPAs the student has ever accumulated at your institution, or go as far back as the data are feasible.
- If you enter anything other than the decimal format, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Data Element Name
  Ethnicity

Definition
  Indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

Enumerations
  Non-Hispanic/Non-Latino, Hispanic/Latino, Unknown

Instructions
  - Indicate if the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.
  - The acceptable format is "Non-Hispanic/Non-Latino", "Hispanic/Latino", or "Unknown".
  - If you enter anything other than the three acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
  - You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Data Element Name

> Race

Definition

> The category used to describe groups to which he or she belongs or identifies with.

Enumerations

> American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White/Caucasian, Two or more races, Unknown

Instructions

- Enter the race of the student.
- The acceptable format is "American Indian or Alaska Native", "Asian", "Black or African American", "Native Hawaiian or Other Pacific Islander", "White/Caucasian", "Two or more races" or "Unknown".
- If you enter anything other than the seven acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- You are required to report this data element when submitting a file through the STARR application. You may not report blanks.

Student Record Data Elements

Data Element Name
Economically Disadvantaged

Definition
Received Pell (any amount) during the reporting year.

Enumerations
NotPellEligible, PellEligible

Instructions
- Indicate if the student received a Pell Grant (any amount) during the reporting year.
- The acceptable format is "NotPellEligible" or "PellEligible".
- If you enter anything other than the two acceptable enumerations, the system will generate a field-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file through the STARR application. If you know the student's economically disadvantaged status, it is recommended that you include this data element to complete the student's academic record.